

## **IMPORTANT INFORMATION**

for INTERNATIONAL STUDENTS



**September 16, 2022**

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### **IMPORTANT DEADLINES AND REMINDERS**

#### **CHECK-IN ON YOUR RGLOBAL ACCOUNT**

All new students must complete the mandatory check-in as a legal requirement of your F-1 or J-1 status. For detailed instructions, please review the [RGlobal Check-in Tutorial \(PDF\)](#) or watch the [Check-In Tutorial Demo \(Video\)](#). Log into your [RGlobal](#) account to get started.

#### **REDUCED CREDIT/COURSE LOAD – FALL 2022 DEADLINE IS FRIDAY, SEPTEMBER 23**

To maintain legal status, all F-1 and J-1 students must pursue a full course of study at all times. This means being registered for a full credit load (12 credits for undergraduates and 9 credits for graduate students). There are cases, however, in which regulations consider a student to be pursuing a full course of study even though he or she is NOT actually registered for a full credit load. This may apply to undergraduates who only need 1 or 2 classes to complete their program, or graduate students who have completed all coursework, but are still conducting thesis or dissertation research. This may be considered as pursuing a full course of study even though not being registered for 9 or 12 credits.

Please refer to the [Reduced Credit/Course Load](#) webpage to review the specific circumstances that render a student eligible for a Reduced Course/Credit Load. For students who are pursuing off-campus employment with authorized CPT, we remind you that full-time CPT is not an acceptable reason for a Reduced Credit/Course Load.

IF YOU WILL BE REGISTERED FOR LESS THAN A FULL-TIME CREDIT LOAD IN FALL 2022, you MUST submit a "Reduced Credit/Course Load" form to ISSS using the [RGlobal portal](#). You will need approval from our office for less than full-time enrollment in any semester. The form can be completed online and will require your graduate program director/academic dean's approval. Please review our [website](#) for instructions and information about the updated process to submit this form. The deadline for submitting the form is **Friday, September 23, 2022**.

Please check the University's academic calendar for the appropriate add/drop dates, for the last date to drop classes without a "W" grade:

[Undergraduate Registration Calendar](#)

[Graduate Registration Calendar](#)

Bear in mind that it takes 3-4 days to process the form after receipt and we cannot guarantee timely processing of forms received after the deadline. This could mean loss of legal status and you will need to leave the country or apply for a reinstatement process with the US government.

Remember, the "Reduced Credit/Course Load" form can be submitted at any time before the deadline, but no later than September 23, 2022. Continuing international students who are outside the U.S. for the fall semester and will be enrolling for a less than full-time course load must also apply for reduced credit authorization.

**FALL 2022 INSURANCE EXEMPTION REQUEST AND WAIVER DEADLINE IS FRIDAY, SEPTEMBER 23, 2022**

#### **STUDENTS WITH A TA/GA APPOINTMENT**

Students with full TA/GA appointments who are enrolled in benefits through University Human Resources DO NOT need to contact our office to request a waiver of the student health insurance premium. You only need to submit your enrollment paperwork through Human Resources at the start of your appointment and do not need to submit waiver documentation to our office. Once Human Resources processes your insurance enrollment paperwork we will receive your coverage information and we will process your waiver.

**ALL OTHER F-1 AND J-1 STUDENTS MUST EITHER ENROLL OR WAIVE:**

#### ***STEPS TO COMPLETE HEALTH INSURANCE ENROLLMENT – DEADLINE IS FRIDAY, SEPTEMBER 23***

- Register for classes. Wait three business days after registering for classes to complete the enrollment form at [universityhealthplans.com](http://universityhealthplans.com).
- Change your International address to a U.S. mailing address, visit [my.rutgers.edu/portal](http://my.rutgers.edu/portal). You may do this once you are registered for classes.
- Add your email address, visit [my.rutgers.edu/portal](http://my.rutgers.edu/portal). You may do this once you are registered.
- Three days after registering for classes, go to [universityhealthplans.com](http://universityhealthplans.com) to complete the enrollment form. You will receive a confirmation number on the screen and to your Rutgers email, once you have successfully submitted the enrollment form.
- Wait four days after receiving your enrollment confirmation number, go to [University Health Plans, Inc.](#) On the left navigation bar, select "Log into my account." You may then create an account, log in, and print your card.

**OR**

**STEPS TO WAIVE THE STUDENT HEALTH INSURANCE FOR STUDENTS IN F-1 or J-1 VISA STATUS - DEADLINE IS FRIDAY, SEPTEMBER 23**

F-1 and J-1 students on a Rutgers sponsorship who have insurance coverage other than the student insurance plan that is charged on their term bills need to request a waiver of that insurance premium by following the exemption request process outlined below. Please note that Rutgers-sponsored international students cannot waive the student insurance plan through the United Healthcare website; it must be done through Rutgers Global – International Student and Scholar Services. The deadline for submitting the waiver is Friday, September 23, 2022.

Please complete the following steps to request the waiver:

- Review supporting documents you will need to provide or address to complete the exemption, all supporting documents must confirm that your coverage meets every one of [the University's health insurance requirements](#).
- Apply for the insurance waiver by completing the form available through our [RGlobal Student Services Portal](#) on the ISSS website.
- Submit the form and any supporting documents to the ISSS by Friday, September 23, 2022, to opt out of the university's student insurance plan and have the premium removed from the term bill.

**\*\*Important Note: Students on another institution's visa sponsorship** who are registered for a full-time course load and hold coverage other than the student insurance plan will need to waive their student insurance premium by following the [online waiver instructions](#).

**BEWARE OF SCAMS**

We have been made aware of scams targeting unsuspecting international students and scholars. These scams have become increasingly sophisticated, oftentimes with an apparently government phone number appearing on your caller ID, or the caller knowing a lot of your personal information. As is true anywhere in the world, there are people who attempt to take advantage of international students and scholars, but with a little knowledge you can learn how to identify a scam and avoid falling victim to the scheme. Please refer to the ISSS website for more [tips to avoid scams](#), as well as a list of helpful [resources](#) regarding scams and fraud.

**UPCOMING EVENTS & RESOURCES**

**MENTAL HEALTH WORKSHOPS FOR INTERNATIONAL STUDENTS**

CAPS and ISSS are proud to present a series of workshops on mental wellness throughout the fall semester. The first workshop will be on Monday, September 26, 5pm-6:30pm, and the topic will be International Student Challenges and Culture Shock.

Refer to the flyer below for details, and register at <https://forms.gle/KPtbsGQRdtJu99RW6>. Seating is limited.

**Mental Health Workshops  
for  
International Students**

Are you feeling stressed about your classes and relationships?

Home sick?  
Missing your family?

Do you need someone to talk to?

Are you having a difficult time adjusting to your new life at Rutgers?

**Join us for free interactive workshops with a CAPS counselor**

- 🌸 September 26, Monday 5-6:30pm  
International Student Challenges & Culture Shock!
- 🌸 October 17, Monday 5-6:30pm  
Stress and Time Management
- 🌸 November 14, Monday 5-6:30pm  
Homesickness

**📍 Location:** Rutgers Global- ISSS 180 College Ave, New Brunswick

**Presented by CAPS and Rutgers Global- ISSS**

Limited seats- Click [here](https://forms.gle/69t8BnArc7v3yVhA9) to **RSVP!** <https://forms.gle/69t8BnArc7v3yVhA9>

## SHOPPING SHUTTLE

Rutgers Global – ISSS arranges shopping shuttles to local stores throughout the semester so students can purchase groceries and other living essentials. You should sign up to reserve your spot on the shuttle; international students and scholars who have signed up will be given preference to ride on the shuttle.

[Click here for more information and to sign up for the shuttle.](#)

**Please note:** To ensure the safety of our students during this time, the shuttle can accommodate 10 passengers at a time; and passengers are required to wear a mask at all times while riding on the shuttle.

## GLOBAL PROGRAMS

Friendship Fridays are a weekly event open to all Rutgers students, both domestic and international,

from 4:00-5:00pm at 30 College Ave. Each week there will be a different theme where attendees can enjoy games, activities, and conversation - all while making new friends from around the world. Here are some details about upcoming Friendship Friday events:

### **September 16 - Friendship Fridays: Speed Friending**

Join us to meet other Rutgers students at our Speed Friending event. Each attendee will quickly introduce themselves to one other person, sharing a little something about themselves and learning about their partner too, before moving on to the next person. You'll be amazed at how many people you meet in a short amount of time! This is a great way to kick off the new semester.

### **September 23 - Scavenger Hunt**

Join us for a scavenger hunt across College Avenue Campus! Create a team with your friends or join up with other attendees. Prizes will be awarded for the team completing the challenge in the fastest time.

### **September 30 - Oktoberfest**

This week there will be music, snacks, and drinks (of the non-alcoholic variety) to celebrate the German festival of Oktoberfest.

## **INTERNATIONAL STUDENT-CENTERED COURSES**

### **LANGUAGE ACTIVITIES IN SERVICE: LEP AMBASSADOR PROGRAM**

01:991:170

Fall 2022 (September 16 - December 9)

Create a US - Global connection! The LEP Ambassador Program is a 1-credit course for international students and open to all levels.

This one-credit language activity in service (P/NC grade) allows students who wish to engage with language and/or local cultural interactions to participate actively in experiences related to community engagement. Students will be organized into 3-5 person groups led by one cultural ambassador selected from New Brunswick undergraduate student leaders. Students will create personalized goals for their service, complete entry and exit surveys to assess their experiences, and write brief weekly reflection reports. They will serve one hour for 12 weeks in addition to preparation time and attend three one-hour meetings as a group for orientation and group discussion meetings with the supervisor. In addition, students will complete a related mini-final project highlighting the linguistic skills practiced and the actual cultural competence that they gained during service.

For more information, contact [language.engagement@rutgers.edu](mailto:language.engagement@rutgers.edu).

### **CAREER EXPLORATIONS IN ARTS & SCIENCES**

01:090:210:MD

Fall 2022 - 7 Week Mini Course Starts October 25

Register now for the international student section of this course that offers customized, in-depth, globally focused support for your specific career needs, strengths, and challenges. This 1.5 credit course is graded and asynchronous.

For more information, visit <http://go.rutgers.edu/4epaoe7u>

We wish you all a safe and successful fall semester!

Best wishes,  
Rutgers Global - ISSS

This periodic update from the Rutgers Global – International Student and Scholar Services (ISSS) office provides you with important information regarding your legal status, upcoming programs, and useful resources. Previous updates can be found on our [Email Notices page](#).

These notices are automatically sent to all nonimmigrant students enrolled at Rutgers–New Brunswick and Rutgers–Biomedical and Health Sciences. Most messages, however, apply only to F-1 and J-1 students. We label most messages to facilitate your identification of which messages may apply to you personally. All F-1 and J-1 students on Rutgers' visa sponsorships are required to know the information that is provided in these notices and to follow reminders and instructions that apply to their own situations.

This is NOT a subscription email list. These notices are sent periodically to an automatically generated list. If you are a permanent resident or citizen of the U.S and should not be receiving these notices, please contact ISSS:

**New Brunswick**

848-932-7015  
[iss-students@global.rutgers.edu](mailto:iss-students@global.rutgers.edu)

**RBHS**

973-972-6138  
[iss-rbhs@global.rutgers.edu](mailto:iss-rbhs@global.rutgers.edu)